

## TIMESHEET GUIDANCE

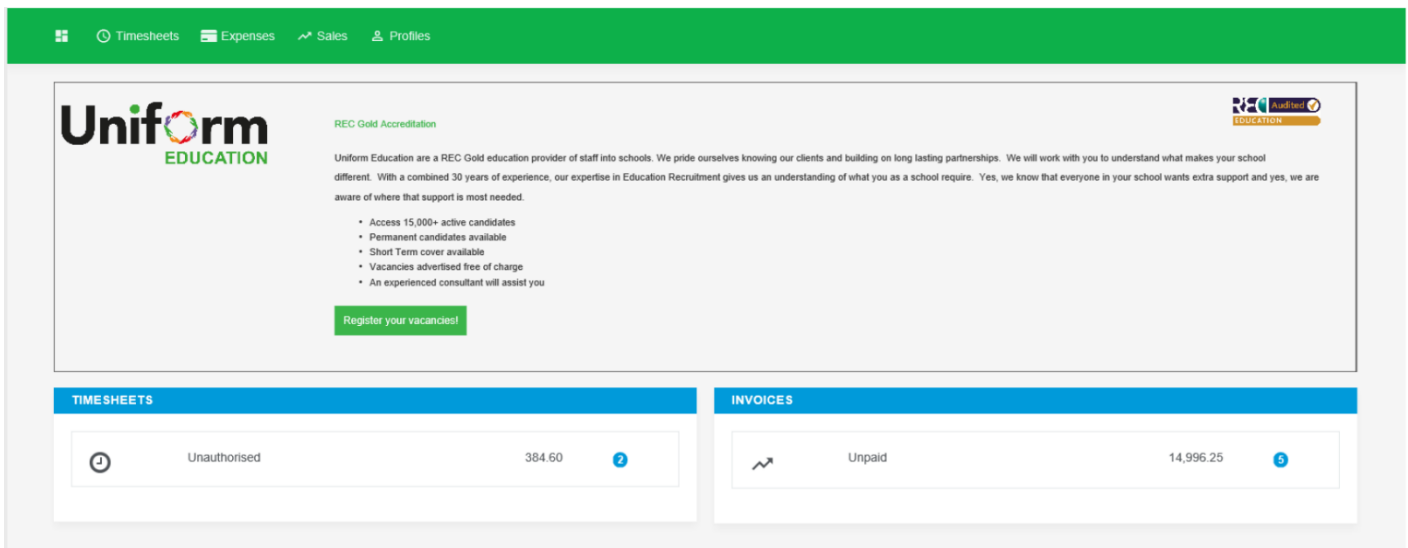
- Uniform Education's timesheet portal is called InTime. **You will receive login credentials from our timesheet team, directly to your email inbox.** Please check your spam folder.
- **You cannot forward the timesheet approval email – the system will consider this a security threat and it will not allow you to authorize timesheets.** If you need someone else to be set up as the school's Timesheet Approver, please send an email to [timesheets@uniformeducation.co.uk](mailto:timesheets@uniformeducation.co.uk) with the person's full name and email address – they can then process this for you.
- **Please approve all timesheets by Tuesday morning at the latest (for the week after the completed work).** Later approval will mean staff are not able to be paid on time.
- **Any invoice queries, please email our Credit Control team directly, on [creditcontrol@uniformeducation.co.uk](mailto:creditcontrol@uniformeducation.co.uk).**

## ANY QUESTIONS?

Any queries, please email our Timesheet Team on [timesheets@uniformeducation.co.uk](mailto:timesheets@uniformeducation.co.uk), our Credit Control team on [creditcontrol@uniformeducation.co.uk](mailto:creditcontrol@uniformeducation.co.uk), or alternatively please call the office directly on 0203 794 8988.

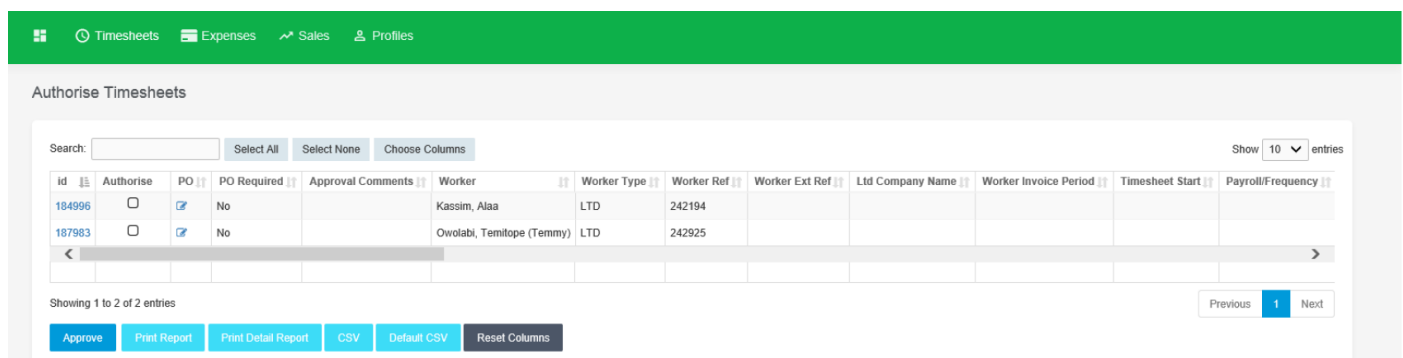
# APPROVING STAFF TIMESHEETS

1. Log in to the portal. Login details are personal, and will be sent directly to your email address. You will see the following dashboard:



The dashboard features a green navigation bar with 'Timesheets', 'Expenses', 'Sales', and 'Profiles' menus. The main content area includes the Uniform Education logo, a 'REC Gold Accreditation' badge, and a 'Register your vacancies!' button. Below this, there are two summary cards: 'TIMESHEETS' showing 'Unauthorised' with a value of 384.60 and a blue '2' notification icon, and 'INVOICES' showing 'Unpaid' with a value of 14,996.25 and a blue '5' notification icon.

2. Any pending timesheets would show under the Timesheets section. Please click on the blue number to access them. This will open up the following page:



The 'Authorise Timesheets' page includes a search bar, 'Select All', 'Select None', and 'Choose Columns' buttons, and a 'Show 10 entries' dropdown. The main table lists timesheet entries with columns for id, Authorise, PO, PO Required, Approval Comments, Worker, Worker Type, Worker Ref, Worker Ext Ref, Ltd Company Name, Worker Invoice Period, Timesheet Start, and Payroll/Frequency. Two entries are visible:

id	Authorise	PO	PO Required	Approval Comments	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Company Name	Worker Invoice Period	Timesheet Start	Payroll/Frequency
184996	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Kassim, Alaa	LTD	242194					
187983	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Owolabi, Temilope (Temmy)	LTD	242925					

At the bottom, there are buttons for 'Approve', 'Print Report', 'Print Detail Report', 'CSV', 'Default CSV', and 'Reset Columns', along with 'Previous', '1', and 'Next' navigation controls.

- To view individual timesheets, please click on the ID number in the left-hand column. Timesheets will look like this:

Authorise Timesheet 187983 for Mr Temitope (Temmy) Owolabi

**TIMESHEET**

Timesheet for Mr Temitope (Temmy) Owolabi

Timesheet ID:	187983	Timesheet Status:	Submitted
Submitted At:	12/11/2018 at 11:38:20	Submitted By:	Mr Temitope (Temmy) Owolabi
Pending Approval By:	David Thomas Uniform Education Limited Admin	Reject Reason:	
Timesheet Approval Route:	Client Manager Approval	Approving Manager:	
Period Ending:	18/11/2018	Timesheet Duration:	weekly
Placement Ref:	11474	Placement Period:	30/10/2018 to 20/12/2018
Job Title / Sector:	Learning Support Assistant	Worker:	Mr Temitope (Temmy) Owolabi
PO:		Client Site:	
Agency:	Uniform Education Limited	Consultant:	Mr Central Team
Client:	Orchard Hill - Uxbridge UB8 2XN	Manager:	David Thomas
Total Hours:	19:00	Total Decimal Hours:	19.00
Hourly Rate Total:	19.00	Fixed Rate Total:	0.00 (0.00 units)
Fixed Rate Breakdown:		Total Charge:	GBP 365.37

Date	Rate	Start	Finish	Break	Hours	Decimal
13/11/2018	Hourly	8:30	3:30	00:00	19:00	

- Scroll to the bottom of the page and either Authorise or Reject timesheet. If rejection is necessary, please record reason for rejection – this will be sent both to Uniform Education and to the member of staff, so that necessary alterations can be made to the timesheet in question.

PO

Comment or Rejection Reason

Authorise

Reject